

AUGUST 11, 2011

TO: Chief School Administrators/Charter School Administrators

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Record Checks for School Board Members and Trustees
of Charter Schools

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

On July 14, 2011, you were notified by this office that the Department has received approval from the United States Justice Department to access the federal criminal history record files for the purpose of conducting criminal record searches for board members and trustees of charter schools. As of this date, 302 school board members or trustees have complied with the statute by submitting to a criminal history record check.

The Department is aware there were delays beyond our control following the signing of the legislation authorizing the criminal history record checks; however, as of the above mentioned date, all school board members and trustees of charter schools should have visited the Department Website at: <http://www.state.nj.us/education/educators/crimhist/> and followed the instructions for submitting the Certification and Authorization for us to conduct the criminal history record check. There is also a link on our Website to the private vendor, MorphoTrak that will give access to the board member and trustee to schedule an appointment and have their fingerprints LiveScanned. MorphoTrak will provide the board member or trustee with the earliest date and time available.

To assist board members and trustees in completing the criminal history record check process, we are repeating the procedure for your convenience.

Educational facilities and charter schools must comply with the requirements of N.J.S.A.18A:12-1.2 and submit school board members and trustees of charter schools for the criminal history record checks. The initial step in submitting board members and trustees is to provide them with the MorphoTrak Universal Form version 4.0. Fields one (1) through seven (7) should be pre-populated by the educational facility or charter school. Please insert the following information on the Universal Form for school board members and trustees of charter schools:

Chief School Administrator/Charter School Administrators

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|-------------------------------------|---|
| 1. Originating Agency Number (ORI#) | NJ930100Z |
| 2. Category | EDK |
| 3. Statute Number | 18A:12-1.2 |
| 4. Reason for Fingerprinting | School Board Member/Trustee |
| 5. Document Type | RB1 |
| 6. Payment Information | Applicant Pays Fee \$70.25 |
| 7. Contributor's Case Number | Insert District/Charter School Codes |
- (Charter Schools do not use 80 series codes for criminal history record checks)

The board member or trustee must visit the Department Web site and select Overview of DOE sites; next, select Criminal History Review; Fingerprinting ePayments, then ePayment Criminal History Record Check. At this page, select New Administrative Fee Request. If the board member or trustee is eligible for the Archive Submission Process, they may access that process. Upon completing the Certification and submitting the administrative fee, there is a link to MorphoTrak. The board member or trustee may then connect to MorphoTrak to schedule an appointment for LiveScan fingerprinting.

PLEASE NOTE: All board members or trustees that submitted to the criminal history record check prior to the July 14, 2011 authorization date and did not use the exact codes cited above, must contact the Criminal History Review Unit and provide us with the information so that our database can be updated to reflect the correct information for the board member or trustee.

If you require assistance, please contact the Criminal History Review Unit at 609-292-0507.

RJC/CHC/cc/chief school administrator letter board members trustees second notice.

c: Members, State Board of Education
Acting Commissioner Christopher D. Cerf
Assistant Commissioners
Chief Performance Officer
Executive County Superintendents
Carl H. Carabelli